



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AUDIT EXAMINATION OF THE  
MORGAN COUNTY CLERK**

**Calendar Year 1999**

**EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS  
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Edward B. Hatchett, Jr.  
Auditor of Public Accounts

To the People of Kentucky  
Honorable Paul E. Patton, Governor  
John P. McCarty, Secretary  
Finance and Administration Cabinet  
Mike Haydon, Secretary, Revenue Cabinet  
Honorable Sidney Stewart, Morgan County Judge/Executive  
Honorable Janis C. Williams, Morgan County Clerk  
Members of the Morgan County Fiscal Court

The enclosed report prepared by Tamara L. Rice, Certified Public Accountant, presents the statement of receipts, disbursements, and excess fees of the County Clerk of Morgan County, Kentucky, as of December 31, 1999.

We engaged Tamara L. Rice, CPA, to perform the financial audit of this statement. We worked closely with the firm during our report review process; the resulting audit comports with our reporting format. As part of the audit, Tamara L. Rice, CPA, evaluated the Morgan County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Enclosure



**REPORT OF THE AUDIT EXAMINATION OF THE  
MORGAN COUNTY CLERK**

**Calendar Year 1999**

**TAMARA L. RICE**  
Certified Public Accountant  
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## **EXECUTIVE SUMMARY**

### **MORGAN COUNTY JANIS C. WILLIAMS, COUNTY CLERK CALENDAR YEAR 1999 FEE AUDIT**

On July 31, 2000 fieldwork was completed on the 1999 Morgan County Clerk fee audit. An unqualified opinion was rendered on the financial statements. No reportable conditions relating to the audit of the financial statements were reported.

#### **Deposits**

The Clerk's deposits were fully insured and collateralized as of December 31, 1999.

#### **Excess Fees:**

Excess fees in the amount of \$38,953 were turned over to the County Treasurer and accepted by the Fiscal Court on February 14, 2000.





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Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Morgan County Kentucky, for the year ended December 31, 1999. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

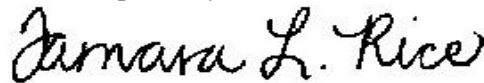
As described in Note 1, the County Clerk is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 1999, in conformity with the basis of accounting described above.

To the People of Kentucky  
Honorable Paul E. Patton, Governor  
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In accordance with Government Auditing Standards, we have also issued a report dated July 31, 2000, on our consideration of the County Clerk's compliance with laws and regulations and internal control over financial reporting.

Respectfully submitted,

A handwritten signature in black ink that reads "Tamara L. Rice". The signature is written in a cursive, flowing style.

Tamara L. Rice  
Certified Public Accountant

Audit fieldwork completed -  
July 31, 2000

MORGAN COUNTY  
JANIS C. WILLIAMS, COUNTY CLERK  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 1999

Receipts

State Fees For Services	\$	5,438
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Fiscal Court		6,516
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Licenses and Taxes:

Motor Vehicle-

Licenses and Transfers	\$	293,504
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Usage Tax		865,299
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Tangible Personal Property Tax		558,816
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Licenses-

Fish and Game		7,237
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Marriage		5,451
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Deed Transfer Tax		10,467
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Delinquent Tax	103,032	1,843,806
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Fees Collected for Services:

Recordings-

Deeds, Easements, and Contracts	\$	8,102
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Real Estate Mortgages		10,270
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Chattel Mortgages and Financing Statements		46,057
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Powers of Attorney		486
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All Other Recordings		10,381
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Charges for Other Services-

Miscellaneous		4,807
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Copywork	2,378	82,481
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Interest Earned		1,898
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Gross Receipts Carried Forward	\$	1,940,139
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MORGAN COUNTY  
 JANIS C. WILLIAMS, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
 Calendar Year 1999  
 (Continued)

Gross Receipts Brought Forward \$ 1,940,139

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 221,131	
Usage Tax	838,775	
Tangible Personal Property Tax	201,464	

Licenses-

Fish and Game	7,046	
Delinquent Tax	14,538	
Legal Process Tax	13,251	\$ 1,296,205

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 34,637	
Delinquent Tax	6,481	
Deed Transfer Tax	9,303	50,421

Payments to Other Districts:

Tangible Personal Property Tax	\$ 301,602	
Delinquent Tax	53,293	354,895

Payments to Sheriff 3,264

Payments to County Attorney 15,851

Operating Disbursements and Capital Outlay:

Personnel Services-

Deputies Salaries	\$ 83,439	
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Employee Benefits-

Employer's Paid Health Insurance	11,051	
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Contracted Services-

Printing and Binding	2,010	
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Materials and Supplies-

Office Supplies	12,801	
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MORGAN COUNTY  
 JANIS C. WILLIAMS, COUNTY CLERK  
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
 Calendar Year 1999  
 (Continued)

Disbursements (Continued)

Operating Disbursements and Capital Outlay:  
 (Continued)

Other Charges-			
Conventions and Travel	\$	1,262	
Dues		200	
Postage		2,940	
Refunds		3,280	
Capital Outlay-			
Office Equipment		<u>2,202</u>	<u>\$ 119,185</u>
Total Disbursements			<u>\$ 1,839,821</u>
Net Receipts			\$ 100,318
Less: Statutory Maximum			<u>57,765</u>
Excess Fees			\$ 42,553
Less: Expense Allowance			<u>3,600</u>
Excess Fees Due County for Calendar Year 1999			\$ 38,953
Payments to County Treasurer- February 14, 2000			<u>38,953</u>
Balance Due at Completion of Audit			<u><u>\$ 0</u></u>

The accompanying notes are an integral part of the financial statement.

MORGAN COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 1999

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting pursuant to KRS 68.210 as recommended by the State Local Finance Officer. Revenues and related assets are generally recognized when received rather than when earned. Certain expenses are recognized when paid rather than when a liability is incurred, including capital asset purchases. Certain other expenses are recognized when a revenue and the related asset can be associated with a corresponding liability due another governmental entity.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employee Retirement System (CERS) pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement System. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.28 percent.



MORGAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 1999  
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement System's annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. The County Clerk entered into a written agreement with the depository institution and met requirements (a), (b), and (c) stated above. However, as of April 7, 1999, the collateral and FDIC insurance together did not equal or exceed the amount on deposit, leaving \$18,077 of public funds uninsured and unsecured.

Note 4. Lease

The office of the County Clerk is committed to a lease agreement for a copier. The agreement requires a monthly payment of \$102 for 36 months to be completed on June 2001. The total balance of the agreement is \$2,155 as of December 31, 1999.

Note 5. Health Insurance Premiums

KRS 61.405 allows county fee officials to purchase twelve (12) months of health insurance coverage for their employees, if excess fees are available. Therefore, the expenditures are allowable. The Attorney General has issued opinion 92-108, which claims the statute is unconstitutional and discriminatory. The Attorney General also issued OAG 94-11 on February 25, 1994, stating health or medical insurance provided uniquely for an official and not in connection with a government program providing benefits to all county employees would be personal in nature.

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REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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Honorable Sid Stewart, County Judge/Executive  
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Members of the Morgan County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the Morgan County Clerk as of December 31, 1999, and have issued our report thereon dated July 31, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Morgan County Clerk's financial statement as of December 31, 1999, is free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

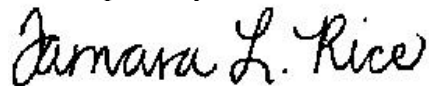
Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Morgan County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Honorable Sid Stewart, County Judge/ Executive  
Honorable Janis C. Williams, Morgan County Clerk  
Members of the Morgan County Fiscal Court  
Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party. However, this report, upon release, is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink that reads "Tamara L. Rice". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Tamara L. Rice  
Certified Public Accountant

Audit fieldwork completed -  
July 31, 2000

